

## Miscellaneous Programs

## Fire Administration [010-3510]

## Employee Assistance Programs [240-2610]

## Internal Services

## Information Systems [730-2520]

## Unemployment Insurance [760-8230]

## Workers' Compensation [770-8220]

## Equipment Replacement [790-8500]

## General Liability [795-8210]

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		04/05	05/06	06/07	06/07	07/08
		Actuals	Actuals	Current Budget	Estimated Year-End	Proposed Budget
42231	CONTRACT SERVICES	4,194,372	4,327,251	4,552,132	4,552,135	4,843,341
42250	ADVERTISING	112	119	150	150	150
42254	POSTAGE & FREIGHT	-	10	120	120	120
42299	OTHER EXPENSE	-	33,981	26,973	2,000	25,000
	<b>Supplies Total</b>	<b>4,194,484</b>	<b>4,361,361</b>	<b>4,579,375</b>	<b>4,554,405</b>	<b>4,868,611</b>
	<b>Fire Administration Total</b>	<b>4,194,484</b>	<b>4,361,361</b>	<b>4,579,375</b>	<b>4,554,405</b>	<b>4,868,611</b>

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Measure		FY 04/05	FY 05/06	Estimated FY 06/07	FY 07/08
Number of computer loans	Goal	24	30	18	15
	Projected or Actual	23	16	15	
Loan dollars disbursed	Goal				\$ 30,000
	or Actual	\$ 41,348	\$ 28,362	\$ 24,749	
Average loan per employee	Goal				\$ 2,000
	or Actual	\$ 1,798	\$ 1,773	\$ 1,375	

# Employee Assistance Program

[240-2610]

		04/05	05/06	06/07	06/07	07/08
		Actuals	Actuals	Current Budget	Estimated Year-End	Proposed Budget
42605	COMPUTER LOAN PROGRAM	40,198	28,362	35,000	16,749	30,000
42606	HOUSING ASSISTANCE PROG	-	-	50,000	50,000	
	<b>Supplies Total</b>	-	28,362	85,000	66,749	30,000
	<b>Employee Assistance Total</b>	-	28,362	85,000	66,749	30,000

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This activity manages information technology planning and technical support for global City operations. Equipment supported includes approximately 190 personal computers and laptops, 16 servers, and associated peripheral equipment required to sustain the City's local and wide area networks, electronic mail, remote access to City computers, and Internet access.

- Monitored contract compliance and customer satisfaction for contractor.
- Replaced major switches at all city facilities.
- Participated in Countywide IT Leadership Forum on a monthly basis.
- Converted City e-mail system from GroupWise to Outlook
- Placed IT resources in operation at new recreation center

- Purchase and install new solution to backing up essential data
- Explore opportunities for virtualization and reduced energy consumption at data centers
- Upgrade City's productivity suite from Office XP to Office 2007

The Information Services budget is an Internal Service Fund. Operating costs are charged to the departments based on the number of computing devices and peripherals in each department. The Proposed budget includes funding judged adequate to support either contracting for outside support service or bringing the services into the City.

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The City has chosen the self-insured method as the most cost-effective way to manage the City's unemployment insurance costs; therefore, the City reimburses the State for actual costs incurred for the payment of UI benefits. The State bills the City quarterly so payment to the qualified former employee actually precedes the City's reimbursement to the State.

The budget for this activity for unemployment claims is reduced for this fiscal year because the number of claims is anticipated to decrease slightly during the FY 2007/08 year. The maximum weekly unemployment benefit amount (\$450) is not expected to increase in 2007/08.



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The City is responsible for the first \$250,000 of each claim and has an excess insurance policy from that level up to \$5,000,000. The City belongs to excess insurance joint powers authority called Local Agency Workers' Compensation Excess Insurance (LAWCX) for the purpose of pooling for excess insurance. A third party administrator, Athens Administrators, handles day-to-day workers' compensation claim administration.

- Held regular City Safety Committee meetings and continued regular safety training
- Conducted an evacuation drill at each site
- Continued to contain number of injuries and total cost of claims

- Provide City employees with safe work practice information, with the goal of reducing work place injuries
- Maintain an assertive position in monitoring the activities of the third party administrator to close cases as soon as is appropriate
- Develop the 2007 Safety Plan of Action
- Provide OSHA required training to the appropriate employees

Workers' comp claims expenses have dropped during FY 2006/07 for the third year in a row. It is anticipated the practice of proactive safety training and education and a close monitoring of all claims will maintain lower claims' costs during FY 2007/08. Workers' compensation weekly temporary disability payments increased from the present \$840 per week to \$881.66 on 1/1/07.

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Measure		FY 04/05	FY 05/06	Estimated FY 06/07	FY 07/08
Number of claims involving temporary disability benefits	Goal		5	5	5
	Projected or Actual	8	5	7	
Number of lost work days due to temporary disability	Goal		100.0	90.0	75.0
	Projected or Actual	234.0	90.5	80.0	
Average time to bring an injured employee off temporary disability	Goal		14.3	12.0	8.0
	Projected or Actual	23.4	9.0	8.0	
Workers Compensation claims expense - total	Goal		\$ 125,000	\$ 110,000	\$ 110,000
	Projected or Actual	\$ 223,456	\$ 104,805	\$ 110,000	
Workers compensation temporary disability (lost work days) expense	Goal		\$ 40,000	\$ 37,500	\$ 30,000
	Projected or Actual	\$ 60,088	\$ 19,252	\$ 20,000	
Work Compensation permanent partial disability expense	Goal		\$ 56,900	\$ 50,000	\$ 75,000
	Projected or Actual	\$ 169,340	\$ 63,992	\$ 50,000	

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In FY 2007/08, the Finance Department will continue to provide a budgetary planning tool for departments including calculation of salvage values, serviceable life spans, accounting replacement contribution, and interest distribution. These tracking tools will be updated periodically. The Fleet Management Committee will work to increase coordination between departments in managing their equipment and vehicles.

For FY 2007/08, staff has identified excess available reserves available in this fund. Some departments will receive one-time reductions in replacement charges. These reductions in charges will not affect the City's ability to replace vehicles as needed. Pre-funding of vehicle replacement provides for a measure of budget predictability, insures timely replacement which enhances safety and efficiency, and reduces the need for deficit spending based on a large capital outlay in any given fiscal year. For FY 2007/08 the following equipment are proposed to be replaced:

Number of Units	Description of Equipment	Estimated Purchase Price	Source of Funds	
			Fund 790 - (replacement fund)	Department Operations Budget
1	CIP Engineering Truck	\$ 20,000	\$ 20,000	\$ 4,400
1	CIP Engineering Truck (add'l vehicle)	\$ 20,000	\$ 15,600	
1	Streets Truck	\$ 38,000	\$ 38,000	
1	Streets Paint Rig	\$ 80,000	\$ 80,000	
1	Streets Asphalt Roller	\$ 34,000	\$ 34,000	
1	Water Truck (add'l vehicle)	\$ 20,000	\$ 20,000	
3	Police Vehicles	\$ 95,000	\$ 95,000	
<b>9</b>	<b>TOTALS</b>	<b>\$ 307,000</b>	<b>\$ 302,600</b>	<b>\$ 4,400</b>

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Measure		FY 04/05	FY 05/06	Estimated FY 06/07	FY 07/08
Percent of claims responded to within statutory time frame of 45 days: through rejection or through proposed resolution	Goal	100%	100%	100%	100%
	Projected or Actual	95%	97%	81%	
Number of claims filed against the City of Morgan Hill	Goal	N/A	30	20	25



## General Liability [795-8210]

		04/05	05/06	06/07	06/07	07/08
		Actuals	Actuals	Current Budget	Estimated Year-End	Proposed Budget
42217	SURETY BOND	736	737	800	800	800
42219	GENERAL LIABILITY INS	267,514	275,389	250,000	280,419	280,419
42220	PROPERTY INSURANCE	37,213	42,656	45,000	49,815	49,815
42231	CONTRACT SERVICES	-	-	69,500	69,550	69,550
42254	POSTAGE & FREIGHT	-	-	-	-	-
42415	CONFERENCE & MEETINGS	-	(28)	-	-	-
42539	CLAIMS FOR DAMAGES	166,250	60,532	100,000	100,000	100,000
42540	PROPERTY CLAIM	21,103	13,445	25,000	50,000	50,000
	<b>Supplies Total</b>	<b>492,816</b>	<b>392,731</b>	<b>490,300</b>	<b>550,584</b>	<b>500,584</b>
49250	TRANSFER OUT-790 (EQUIP REI	-	9,807	-	-	-
	<b>Transfer Total</b>	<b>-</b>	<b>9,807</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>General Liability Insurance Total</b>	<b>492,816</b>	<b>402,538</b>	<b>490,300</b>	<b>550,584</b>	<b>550,584</b>

